CHAPTER 8

DOCUMENT IDENTIFIER (DI) CODE ASSIGNMENT CONTROL

A. AUTHORITWPURPOSE

1. DoD Directive 4140. I-R establishes the requirement for the DoD LOGDESMAP to "provide a common base of standard data elements for use throughout DoD Logistics Data Systems." The management and control of document identifier codes are critical to the development, control, and maintenance of DoD Logistics Systems.

2. This chapter provides procedural guidance and prescribes controls governing(1) the development of data codes to represent logistics document formats; (2) the use of such codes in logistics automated data systems and authoritative issuances; (3) the registration of these data codes, their meaning and usage in the DoD LOGDESMAP Data Bank; and (4) the publication of these data codes in DoD 4000.25-13-S2, Listing of DoD Logistics Data System Transaction Documents.

B. SCOPE

1. These Procedures Govern:

a. Preparation, submission, and processing of requests for the reservation and allocation of series of document identifier codes for use in:

(1) DoD-wide and Joint DoD Component Logistics Data Systems; or

(2) Military Services or other DoD Component Logistics Data Systems when such use is prescribed by a DoD-wide or joint Service/Agency logistics system.

b. The registration, within the DoD LOGDESMAP Data Bank, of document identifier codes actually assigned within series reserved for DoD-wide and Joint DoD Component logistics data system use.

C. OBJECTIVES

The procedures and controls described herein:

1. Provide essential guidance to organizational elements engaged in the development and maintenance of logistics data systems.

2. Provide visibility and control of the wide variety of logistics data system documents and their relationships.

3. Eliminate operational problems resulting from (1) duplication of DI codes for different formats; and (2) lack of visibility and understanding of document formats and content.

D. DOCUMENT IDENTIFIER CODE SERIES RESERVATIONS

The DoD LOGDESMAP Administrator maintains a listing of the various blocks of DI codes reserved for use in DoD-wide and Joint DoD Component Logistics Data Systems.

E. GUIDELINE CRITERIA

1. DI codes reserved for use in DoD-wide and Joint DoD Component Logistics Data Systems will not be assigned or used for any purpose other than that specified in the procedural documentation of such systems.

2. Requests for reservation and allocation of new series of DI codes for use in Joint DoD Component Logistics Data Systems will indicate that potential incorporation of the new document formats within existing DoD-wide Logistics Data Systems was fully considered prior to submission of the request.

F. PROCESSING OF REQUESTS FOR THE RESERVATION AND ALLOCATION OF DI CODE SERIES

1. Proponent organization of DoD-wide and Joint DoD Component Logistics Data Systems will:

a. Determine requirements for additional series of DI codes. (See paragraph E.2. for supplementary action by proponent organizations of Joint DoD Component

Logistics Data Systems.)

　　　b. Prepare and submit correspondence to the DoD LOGDESMAP Administrator requesting reservation of a series of document identifiers.

　　2. The DoD LOGDESMAP Administrator will:

　　　a. Reserve and allocate a series of DI codes as requested.

　　　b. Notify the originating organization of the series of codes reserved.

　　3. Proponent organizations will:

　　　a. Apply individual codes to document formats.

　　　b. Incorporate the newly coded document formats in system documentation.

　　4. The DoD LOGDESMAP Administrator will:

　　　a. Register the use of each DI code applied to a document format in the DoD LOGDESMAP Data Bank.

　　　b. Distribute, as requested, listings of DI code assignments registered in the DoD LOGDESMAP Data Bank.